

## Jefferson College Foundation Notification of Fundraising Activities

**NOTE:** This form must be completed by the staff person arranging the activity at least 30 days **PRIOR** to the start of any solicitation/fundraising activity. The form must be signed by the appropriate supervisory personnel and by the Executive Director of the Foundation **PRIOR** to the start of any fundraising activity.

<b>Requestor's Name (print)</b>	<b>Title</b>
<b>Department/Committee/Club Name:</b>	
<b>Date &amp; Location of activity or event:</b> _____	
<b>Briefly describe the activity or event:</b>	
<b>Date for Solicitation Activities</b>	<b>City &amp; Location of Solicitation Activities</b>
<b>What is the fundraising goal for the activity or event? \$</b> _____	
<b>Provide the budget name where any income will be deposited?</b> _____	
<b>Fund/Org/Acct/Program</b> _____	
<b>Who is responsible for collecting and tracking income and/or expenses?</b> _____	
<b>Who is responsible for depositing income generated by the activity or event?</b> _____	
<b>Select all that you will need:</b> <input type="checkbox"/> <b>Online Donation Form/Ordering Form</b> <input type="checkbox"/> <b>iPad for credit card transactions</b> <b>Date needed:</b> _____ <input type="checkbox"/> <b>Cash box</b> <b>Date needed:</b> _____ <input type="checkbox"/> <b>Assistance with solicitations</b>	

\_\_\_\_\_  
REQUESTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR/DIVISION CHAIR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE CHAIR SIGNATURE

\_\_\_\_\_  
DATE

**JEFFERSON COLLEGE FOUNDATION:**

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Foundation Executive Director Signature

\_\_\_\_\_  
Date